

ENVIRONMENTAL SPECIALIST I

SOLID WASTE MANAGEMENT

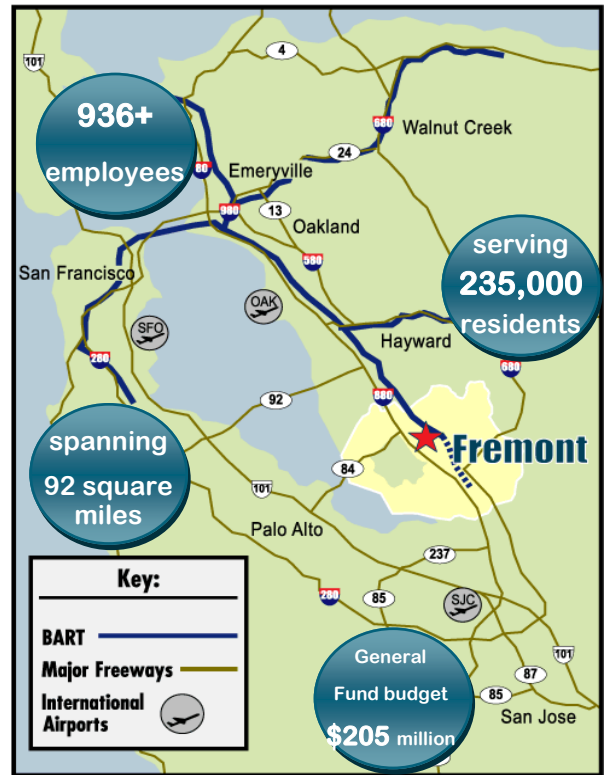
The Environmental Services Division is looking for a team player who is passionate and knowledgeable about solid waste issues and implementing innovative waste reduction solutions.



**First review of applications:
12 Noon, October 30, 2018**

Fremont is a well-managed and innovative city! Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 235,000 residents. As a full service city, Fremont employs over 936 regular employees and has a General Fund budget of approximately \$205 million dollars.

Think Fremont!



The City of Fremont is seeking an Environmental Specialist I (ES I) to support the City's solid waste and stormwater permit programs. This is a journey-level technical position within the Environmental Services Division of the Community Services Department. Under the general supervision of the Solid Waste Administrator, the ES I will perform technical level work in the development, implementation and promotion of solid waste management programs with a particular focus on commercial and multi-family waste diversion programs. The candidate may also perform specialized work in stormwater permit compliance, solid waste management, or other related environmental programs and will serve as a source of information and problem solving for incoming customer service calls.

- Design and develop a variety of methods and materials to promote, implement, and evaluate assigned commercial/industrial waste reduction, recycling, and stormwater permit compliance projects and programs.
- Understand division programs, services, and applicable municipal codes in order to provide effective and accurate customer service. Coordinate with services providers or other agencies as needed to resolve issues.
- Evaluate design plans and collaborate with other City departments to insure that new developments comply with waste management and stormwater permit requirements.
- Organize and participate in assigned program area activities, including contract management and compliance, customer service and outreach, data collection and analysis, and presentation of technical and specialized data.
- Produce/coordinate public education and multi-media outreach including web pages and social media for the Environmental Services Division.
- Conduct research, field investigations and analysis related to integrated solid waste management and/or stormwater permit compliance.
- Prepare a variety of technical and administrative reports.



- Represent the Division and/or assigned programs at conferences, public forums and community meetings as well as with inter-agency groups and committees; provide technical assistance/input as necessary; conduct presentations related to City's environmental programs.
- Participate in various public outreach events including creek clean-ups and Earth Day as needed.
- Other related duties as assigned.

CANDIDATE PROFILE

The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A typical way to obtain the required knowledge and skills would be: A Bachelor's Degree in in Environmental Studies, Environmental Science, Public or Business Administration or a closely related field *and* two years of progressively responsible experience directly related to integrated solid waste management, waste reduction and recycling, resource conservation or related field is required.

Possession of a valid Class C California Driver's license by the time of appointment is required.

The ideal candidate

The successful candidate will have considerable knowledge of principles and industry practices of integrated solid waste management, specific to source reduction and recycling; working knowledge of general marketing and outreach practices, contract management, program development and implementation, business correspondence and report writing, office procedures, computer equipment and software. In addition to the above qualifications, the ideal candidate will:

- Be able to organize, direct and implement an assigned program area;
- Analyze data and prepare technical reports; evaluate technical information;
- Problem solve technical issues;
- Communicate clearly, concisely and tactfully in both oral and written forms;
- Demonstrate attainment of and competency in facilitating groups, meeting management and consensus-based decision making;
- Gain cooperation through discussion and persuasion and establish positive working relationships with those contacted in the performance of required duties;
- Build and maintain effective working relationships with co-workers, outside organizations and the general public, demonstrating effective customer service and communication skills;



Tentative Recruitment Schedule

1st Review of Applications: 12 Noon, October 30, 2018

Oral Board Interviews: November 14, 2018

Departmental Interviews: To be determined

Hire: To be determined

COMPENSATION & BENEFITS

The annual salary is \$72,800 - \$88,498 depending on qualifications. Current benefit features include:

CalPERS Retirement Benefit*

- Classic Employees - 2.0% @ 60 benefit, 3 year final average compensation.
- New Employees - 2.0% @ 62 benefit, 3 year final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes up to \$2,081 monthly to purchase medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This is a City of Fremont Employee Association (CFEA) represented position with a probationary period of twelve (12) months.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application and resume through our on line application system: [City Jobs](#)

The process may include individual and/or panel interviews, in-basket or written exercise, reference check, fingerprint check, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer.

HUMAN RESOURCES DEPARTMENT 18CS09

City of Fremont

3300 Capitol Avenue, Building B

Fremont, CA 94538

Phone: (510) 494-4660



ENVIRONMENTAL SPECIALIST I - SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Environmental Specialist I position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Environmental Specialist I. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. How many years of professional experience do you have in developing, implementing, and promoting solid waste or stormwater permit programs?
 - ☐ None
 - ☐ Less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years to less than 3 years
 - ☐ 3 years to less than 4 years
 - ☐ 4 years or more
2. Describe your experience developing, implementing, and promoting solid waste or stormwater permit programs. Include your role and responsibilities. If you do not have this experience, enter "n/a" below.
3. What is your highest level of education?
 - ☐ Did not complete high school or equivalent
 - ☐ High school diploma or equivalent
 - ☐ Some college
 - ☐ Associate's degree
 - ☐ Bachelor's degree or higher
4. If you answered "Bachelor's Degree or higher," in which field did you receive your degree(s)?

5. Do you possess a currently valid California Driver's License?
 - ☐ Yes
 - ☐ No